

**CHANGES IN POLICY, PRACTICES AND PROCEDURES AND OPERATIONS**  
**Children's Administration**

<b>PRACTICES AND PROCEDURES GUIDE</b>			<b>REVISION #17</b>
Section Title	Issue	Basis	Section #
Manual Maintenance and Policy Issuance	Process has not been updated since 1998.	The current section does not reflect current practice.	1200-1230
High Standard	CPS social worker needs to refer child birth-3yrs old identified with a developmental delay to Family Resources Coordinator with ITEIP	Comply with federal requirements regarding CAPTA assurances	2331 (D25)
Prenatal/Newborn Drug/Alcohol Exposure	Update section to change name for outdated EMFS	EMFS does not exist. Change name to First Steps	2551
Family Reconciliation Services	Revise chapter to reflect current practices.	The FRS budget was reduced requiring a change in services.	3000-3710
Pre-Passport	Change name from Kidscreen to Pre-Passport	Another organization has rights to the name.	3600, 43101, & 45352
Initial Assessment	Pre-Passport specialist needs to refer child birth-3yrs old identified with a developmental delay to Family Resources Coordinator with ITEIP	Comply with federal requirements regarding CAPTA assurances	4224
Assessments for Decisions to Place in Out-Of-Home Care	There was a change in the way CAMIS handles a DCS Referral	The referral is automatically sent to DCS.	4253
Social Worker role, Out-of-Home Care Provider, & Health and Safety of Children	No existing policy for foster children's rights to have uncensored mail & private phone calls.	Result of COA review and memo from Asst. Secretary to provide guidance on rights	43021 & 43023
Open Communication Agreements	Change title from Adoption to Communication Agreements	Comply with RCW	4330

Manual Revisions 2004-2

Section Title	Issue	Basis	Section #
Health and Safety of Children	Clarify conditions under which a child should be interviewed	Existing policy does not define that the conditions need to be safe and comfortable for the child	4421 (A & D)
Post-Placement Services to the Family and the Child	Need to insert face-to-face visit at 90 days & to obtain a copy of adoption petition	Comply with federal requirement	454010 (B & D7)
Adoptive Family Recruitment	Update policy to current practice.	Clarified current practice and removed steps that have not been used for several years.	45406
Definitions	Add definitions	Use definitions that are the same as WSP	Appendix A

<b>CASE SERVICES POLICY MANUAL</b>			<b>REVISION #14</b>
Title	Issue	Basis	Section #
Notification of Child's Whereabouts,	Update and correct reference section and manual.	Change to Practices and Procedures Guide, section 3400.	1445 (A)
Indian Child Welfare	Incorporate language of the Bill from 2004 Legislative session.	SHB 3051 passed in 2004	1500
Immunity from Liability	Incorporate language of the Bill from 2004 Legislative session.	SHB 3083	2120
Blood Borne Pathogens	Incorporate language of the Bill from 2004 Legislative session.	SHB 3081a	4120 & 8130
Child Fatality Review	Incorporate language of the Bill from 2004 Legislative session.	SHB 2984	6400
Shared Decision Making	Some sections are outdated.	Update section	Appendix C

<b>OPERATIONS MANUAL</b>			<b>REVISION # 15</b>
Section Title	Issue	Basis	Section #
Elements of Protocol	Clarify why the section was rescinded and refer staff to WAC	WAC 388-148-0120 has an updated list of critical incidents.	5122
Staff Safety	Improve staff safety by taking a more proactive approach.	A need to define responsibilities to prevent accidents and reduce the impact of on-the-job injuries.	8600
Limitation on Out-Of-Home Care	Update WAC number	Outdated WAC number	9140 (B)
Assessment for Decision to Place in Out-Of-Home Care	Update section to reflect current referral process	CAMIS changed the way referrals to DCS are done-now automatic referral.	91410
Basis for Good Cause	Clarify and update to reflect current practice and new WAC in development.	Correlates terminology with federal funding language.	91420
Overpayment and Underpayment Identification	Update section-delete #4	CA does not have authority to decide action on overpayments	9520
Categorical Title IV-E Eligibility Factors	Update language to current terminology.	Conform with federal terms	11210-11211
Title IV-E Adoption Support Eligibility	Update purpose and document current practice.	Conform to federal funding language.	11410
Income/Resources of Child in DSHS Paid Substitute Care	Correct amount of non-exempt amount	Has \$1,000 and should be \$10,000	11700 (B3b)
Face Sheet for Binders	Revise section to incorporate use of Face sheet	Added Face Sheet to Binders	13400,13405, & 13410
Request for Destruction	Rescind section on expungement	No legal authority for expunging records before the 6 yr. limit.	139053-139054
Administrative Files	Update section to show files requiring restricted access. Added revised CAMIS #4 Policy.	Define personnel covered and reason for the file being an administrative file.	15204

Section Title	Issue	Basis	Section #
Service Episode Records	Update section to coincide with current practice and incorporate the revised CAMIS #25 Policy.	Clerical staff may input case activity in CAMIS at the request of social workers if there is agreement between DCFS and DLR social worker's supervisor.	15225
Blood Borne Pathogens	Update definition	SHB 3081a	Appendix A
INS	Change definition	INS is now in Homeland Security. The name has been changed to U.S. Citizenship and Immigration Service.	Appendix A